1. Purpose

Prior to the expenditure of State resources, the State CIO will ensure that all major information technology (IT) efforts are consistent with the State of Rhode Island's strategic direction and will be delivered within the Division of Information Technology (DoIT) Project Management Framework. This policy is intended to enhance the probability of IT project success across the enterprise.

Goals: This policy is designed to:

- Insure proper alignment between project investments, strategic goals & objectives, statewide architecture, and the management of IT resources.
- Improve the probability of project successfully meeting desired goals and objectives, reducing the risk of project failure
- Improve the ability of the state to plan, execute and control IT projects

2. Scope

2.1 Applicability

This policy applies to all Executive Branch agencies undertaking an IT project.

2.2 Exemptions

All exceptions to this policy must be approved by the State CIO, or designee.

Definition-Project - a temporary endeavor undertaken to create a unique product or service.

> *State projects typically involve a set of activities undertaken with the intent of creating new capabilities for the organization by deploying or utilizing information technology assets. The most common types of IT projects include software development or system implementation of new infrastructure.*

Minimum Scope: Any IT initiative with an anticipated total cost of greater than $25,000 of outside expenditures or 500 internal man hours, or similar cost of combined resources (internal plus external).

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All projects meeting minimum scope definition must:

1) Be approved by the state CIO, or designee
2) Have a project plan
3) Have a project manager
4) Provide periodic status reports
5) Comply with DoIT architecture policy and standards
6) Comply with the DoIT project delivery methodologies, policies and procedures

3. Governance

3.1 CIO Approval:

All projects with Information Technology related requirements, work or deliverables meeting the minimum scope set forth above must be approved by the State CIO, or designee. Procedures for the submission and approval of project requests will be set by the state CIO, and posted and periodically updated on the CIO website.

3.2 All projects must have a project plan

Small Projects - (less than $150,000 or 1,000 hours) must include: a list of deliverables, high level schedule and budget. Project team resource requirements must also be identified.

Intermediate & Large Projects - (Greater than $150,000 or 5,000 hours or similar cost of combined resources - internal plus external), must have a work break down structure including all deliverables, tasks and activities, assigned resources, schedule and budget. The work breakdown structure must identify ALL work within the scope of the project, including state employees, contractors and vendors.

Project managers and sponsors will be expected to have an understanding of project risks, issues and alternatives.

3.3 All projects must have a project manager identified.

Project Manager - The individual responsible for managing the overall project and its deliverables. Acts as the point of contact for the project and controls the planning and execution of the projects activities and resources to ensure that established cost, time and quality goals are met.

Small Projects - (less than $150,000 or 1,000 hours) may be handled on a part-time basis.

Intermediate Projects - ($150,000-$1,000,000 or 5,000 hours) must have a dedicated project manager who may also be a working member of the project.

Large Projects - (greater than $1,000,000 or 5,000 hours) will have a full-time project manager whose primary role is the direction of the project activity. The project manager must be approved by the CIO.

3.4 Status Reporting

The project manager must provide periodic status reports to the CIO (or designee) on all projects including milestones accomplishments, budget and schedule status, risks and issues requiring resolution. Status reports should account for resources expended, update forecasts to complete the project, and identify variances from original plan. Status reports must be provided no less than monthly, or as otherwise directed by the CIO (or designee) or project sponsor.

3.5 Compliance with DoIT architecture and standards

All projects must comply with DoIT architecture standards as defined and published by the CIO

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3.6 Complience with DoIT delivery methodologies, policies & procedures

All projects must comply with DoIT project delivery methodologies, policies and procedures as defined and published by the CIO (insert link to PMO section of DoIT website)

4.0 Authority

The Information Resources Management Board

§ 29-8 et. seq. § 29-8-10. . . (c) Defining, maintaining, and publishing a timely information resources management architecture relating to the management of information resources by executive branch state agencies, and *implementing processes and procedures to ensure compliance with the information resources management architecture;* (g) *Identifying and assessing opportunities for multi-agency development and use of information resources, or the development of executive branch agency projects which would improve the quality and availability of information;* § 35-3-4(b) State agencies are required to submit "estimates of expenditures for information resources and technologies . . regardless of source of financing."

Governor's Executive Order 04-06, dated April 29, 2004

5.0 Related Documents

Information Technology Projects Move to Production Approval   07-01.

6.0 History

Prior to this policy a policy existed to outline the Enterprise Project Approval Process. This policy supersedes any previous policy. The reason for updating this policy is to conform to the Information Technology Department's standard format for creating policies. Minor changes to verbiage have been made to eliminate the use of man months.

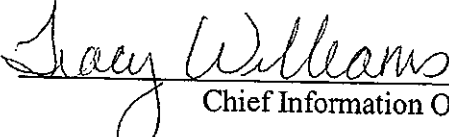|	POLICY#	STATUS	ISSUED	LAST REVISED	PAGE
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7.0 Approvals:

Walter Nasper
Assistant Director of Planning, Policy & Technology
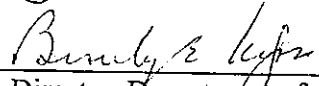
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James Benud
Director of Operations

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Date

Tracy Williams
Chief Information Officer

_1/12/07_
Date

Beverly E Lufon
Director, Department of Administration

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Date